

FY18 MUSEUM GENERAL OPERATING SUPPORT

GRANT DEADLINE: JANUARY 27, 2017, 5:00 P.M. | REQUEST RANGE: \$2,000-\$12,000

Please note that this grant has changed from being a project support grant to a GENERAL OPERATING SUPPORT GRANT. This is a significant change. In your application, you should help the review panel understand the scope of the museum, the communities the museum serves, and articulate how the museum will act as a good steward of this public funding. Additionally, each application will be reviewed based on the active work that a museum is taking to achieve best practices as defined within the museum profession. Each applicant will be asked to identify two performance goals that this general operating support money will be used to help achieve.

The purpose of the Museum General Operating Support (GOS) grant is to help support museums by encouraging the use of best practices in the care and management of collections, fostering the development of quality exhibitions and educational resources, and helping increase public access to museums. General operating support funds may be used to support daily museum needs such as utility costs, staff salaries, consultants, etc., or more generally to complete a project within the organization.

This is a competitive, panel-reviewed grant. The merit-based review may result in an application not being funded, or receiving less than full funding. Museums should have contingency options. Funding is not based on previous awards. Organizations are not guaranteed funding from one year to the next.

Museum Tier I Request: Up to \$12,000 (for museums with operating budgets > \$300,000)

Museum Tier II Request: Up to \$8,000 (for museums with operating budgets < \$300,000)

WHO CAN APPLY?

- Museums open to the public for at least one year prior to application
- Museums that have received at least two years of museum funding from the Utah Division of Arts & Museums (the two years do not need to be consecutive)
- Museums with current Certified Utah Museum status with the Utah Division of Arts & Museums
- Museums that are open more than 1,000 hours annually (>20 hours per week)

QUESTIONS ABOUT THE GRANT?

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All applications must be created and submitted online by January 27, 2017 at 5:00 p.m. MST
at: uamgrants.utah.gov

WHAT WE FUND

**This list is not comprehensive of all eligible projects please contact the Museum Services Manager for more information.*

- Program support
- Staff or intern salaries
- Consultant fees
- Professional development training
- Purchase of materials/equipment needed for conservation, storage, or exhibition of collections
- Marketing
- Specific projects highlighted within the general function of the museum
- Historic building maintenance
- The state has digitization of collection funds that are earmarked specifically for digitization projects. If you have a digitization project in mind, please consult with Jennifer Ortiz

WHAT WE DO NOT FUND

- Endowments
- Acquisition of objects for a collection
- Lobbying expenses
- New capital projects (building modifications for collections care purposes or building maintenance projects that directly affect the long term care of museum collections are allowed. We encourage you to contact the Museum Services Manager regarding building modifications.)
- Historical markers, monuments, or plaques
- Hospitality
- Scholarships for academic institution tuition or fees
- Deficit reduction
- Out-of-state travel

Please read the Additional UDAM Grant Policies following the Application Questions for important information.

REQUIRED GRANT MATCH

- All museum grants require a 1:1 match. Grants can be matched with cash funds or cash funds plus in-kind services (based on your museum budget size). Please use the General Operating Support budget form (on our website) for your application.

Grant Category	1:1 Match Formula
Tier I (Operating budget > \$300,000)	100% cash match
Tier II (Operating budget < \$300,000)	50% cash + up to 50% in-kind for a total of 1:1 match

- Cash matches are any hard cash matches that come from earned or raised income.
- In-kind contributions include any non-cash support that your museum receives. Volunteer time should be included as *in-kind services* and should be accounted for at minimum wage except for professional services (such as a consultant or legal services) which can be counted at the

professional's going rate. Materials and supplies such as waived rent and utilities should be included as *in-kind goods* estimating the value your museum would otherwise need to pay. If you are using in-kind to meet your grant 1:1 match (see table above), your income and expenses may not balance. Otherwise, the proposed income and expenses should balance.

APPLICATION QUESTIONS

All applications must be submitted online through the grant application portal. If you do not currently have access to the portal, it can take up to two days to get a portal account. Submitted applications will be reviewed by a panel of community museum professionals and a member of the Office of Museum Services board. The panel will evaluate each application based on the following questions and scoring rubric.

GENERAL INFORMATION (not scored)

- Contact information
- County
- Federal tax ID# or EIN
- DUNS number
- Unless exempt, upload a copy of your Charitable Solicitations Permit or a .pdf indicating your exemption in a brief sentence
- Upload a screenshot of your events/museum listing on Now Playing Utah
- Year museum first opened and started exhibiting objects to the general public
- Approximate number of visitors annually
- Approximate number of hours open to the public in the last year (must exceed 1,000 per year)
- Number of full-time employees
- Number of part-time employees
- Number of volunteers
- Number of seasonal workers
- What is your museum's mission?

MUSEUM BEST PRACTICES (50%)

The panel will review the grant based on the evidence the application provides about how this funding will help the museum advance public trust and accountability, mission and planning, leadership and organizational structure, collections stewardship, education and interpretation, financial stability, and/or facilities and risk management.

What We Ask	What We Are Looking For
Provide a detailed description of your museum's	This is the executive summary of your

programming and services.	<p>museum and its offerings. Assume the panel knows nothing about your museum. Talk about the programs and services you offer, your collections, and audiences served. Please do not provide a lengthy history of the museum here. (3,000 character limit)</p>
Upload a copy of your State Performance Goals worksheet with two sections completed.	<p>We only want you to complete two sections of this document. Be honest! The answers to this question will be used by our Museum Services Manager to understand current needs that can be met by the state's resources and services. Follow this link to the State Performance Goals Guidelines. Download the worksheet to your computer and update with answers that most accurately reflect the current state of your museum.</p>
Identify the two state performance goals that your museum plans to address with the use of these funds, and how the funding will help.	<p>From the State Performance Goals worksheet uploaded above, write a narrative about how this funding will help you improve these two areas. Please be thorough in your answer. Panel members will be reviewing your implementation plan and proposed process. (3,000 character limit)</p>
Please upload examples of your most recent annual report, current museum programming, community outreach, or other document to support your best practices. (Required)	<p>Panelists expect that you will take this opportunity to show the quality of your programming. You can only submit 3 samples (links should be listed on a .pdf and uploaded as a document. Each link counts as one sample). These samples should reflect current programs, marketing material, or instances of best practice, such as a newly revised collections policy. Make sure any links you submit work correctly and are as high-quality as possible.</p>

COMMUNITY ENGAGEMENT (20%)

What We Ask	What We Are Looking For
Describe evidence of community support for your museum's programs, as demonstrated by initiatives, partnerships, or collaborations.	Talk about any collaborations, partnerships, in-kind support, additional donors, or commitment from volunteers to your museum. Show the panel that the community is aware of, and excited about, your museum/programs through their involvement. (2,000 character limit)
Describe how your museum engages with underserved populations whose access to museums is limited (e.g. by geography, ethnicity, economics, etc.)	The panel will be looking for answers that show your museum is committed to engaging with various populations and audiences. This could include providing direct services, increased outreach, or inclusion in the planning stages of your programming for underserved populations. (2,000 character limit)
How does your museum help people who are differently-abled have more meaningful access to your programming?	Describe how your museum helps people with disabilities have meaningful access to the content of your programs/services (use of assisted-listening devices, audiotape descriptions, video text display, Braille or large-print text, adjusted lighting, touch tours, etc.). Do you engage with constituents who are differently-abled to hear their feedback and ideas? (2,000 character limit)
Does your museum comply with ADA and Section 504 accessibility requirements (accommodations for people with disabilities)?	This is a "yes" or "no" question. Please click the link to read more about the requirement and whether your museum complies.

SOUND MANAGEMENT (30%)

What We Ask	What We Are Looking For
Total annual operating budget.	This text box only allows numbers. The operating budget equals your museum's projected income and expenses.
Complete and upload the Museum General Operating Support Budget Form.	Follow the link and find the appropriate budget sheet for the Museum General Operating Support grant (Tier I or Tier II). Download this to your computer, update with your numbers, and upload the new file to this question. Keep a copy of this budget form for your records because you will need it for your final report, if funded.
Explain your museum's organizational structure including board make-up/selection, staff make-up and responsibilities, and consistent volunteer involvement over the last completed fiscal year.	Tell us about your board and staff—their background, responsibilities, demographics, etc. Also, tell us if you use volunteers. If you do, tell us what they do, if they are repeat volunteers, and how they help your museum. (2,500 character limit)
How will you evaluate programmatic success for the upcoming fiscal year? What forms of evaluation will you use, and how will you use these data to inform future programming?	The panel wants to know what methods you will use to evaluate your museums' programs and activities. How have you implemented ideas from previous evaluations? The best applications will provide a combination of qualitative and quantitative methods, as well as an inclination of how you will implement what you learn. (2,500 character limit)

REVIEW PROCESS

A panel of peers will review and score the applications based on the criteria in the guidelines. The process is overseen by a board member. Grant awards depend on the amount of funding requested, how the applicant scores in the review process (with attention paid to regional and rural distribution of state funds), and the amount of funding available. The Office of Museum Services Board of Directors reviews and approves final funding recommendations. Following board review, applicants are notified and contracts are sent via email. Applicants must sign and return contracts before payment can be made. Funds are not available until after July 1.

GRANT TIMELINE

Grant Opens: November 28, 2016

All Museum Grants Close: January 27, 2017, 5:00 p.m. MST

Panel Review: March 22, 2017

Funding Notification: Late Spring 2017

Payment Disbursed: After July 1, 2017

WHAT IF MY MUSEUM RECEIVES A GRANT?

All grantees will receive an email notifying them of their grant award. The email will contain a copy of the State of Utah Grant Contract. Grantee should read and sign the contract and send the entire contract via postal mail to our office for processing. Payment will be disbursed after we process the signed contract. If your museum is awarded more than \$7,500, you will receive 80% of your award after we receive your contact, and the remaining 20% of your award will be sent mid-January 2018.

As a grantee, you will need to ensure you do the following:

1. Give credit to the Utah Division of Arts & Museums (UDAM). Art museums should also give credit to the National Endowment for the Arts (NEA) on all publicity (online or print). Please use the most current logos, which can be found [here](#). For example: *"This project is made possible, in part, by a grant from the Utah Division of Arts & Museums and the National Endowment for the Arts."*
2. Ensure all grant funds are spent before July 1, 2018.
3. Write a letter of thanks to your legislator(s) and keep a copy to submit with your final report.
4. Grantees are also encouraged to participate in Museum Advocacy Day at the State Capitol—February 28, 2017.
5. Complete a final report form online at uamgrants.utah.gov by August 1, 2018.
 - a. Include a copy of your legislative thank-you letter(s).
 - b. Include an updated copy of your budget with actual numbers.
6. Unless otherwise indicated, UDAM may use submitted text and images in reports and publications. Please include photo credit information.

ADDITIONAL UDAM GRANT POLICIES

- Organizations may only receive one Utah Division of Arts & Museums grant per fiscal year.
- Legislative Pass-Through/Direct Line-Item Funding:

The following criteria apply to organizations receiving pass-through or direct line-item funding (also known as legislative appropriations) when said appropriation is managed by the Utah Department of Heritage and Arts.

- Organizations that receive ongoing legislative pass-through funding for operating support are not eligible for UDAM grant funding.
- POPS, iSEE and State Museum Funding are not considered pass-through funding that is a duplication of funding by UDAM grants.
- Organizations that receive one-time legislative pass-through funding for operating expenses may not receive UDAM funding in the same year that they receive legislative pass-through.
- Grant requests from organizations that receive one-time pass-through funding for a specific project may be subject to review for eligibility by the Executive Committee of the Utah Arts Council or Office of Museum Services Board. Funds allocated by line-item pass-through from the legislature and UDAM competitive grants shall not be for similar activities.
- Organizations that receive a pass-through allocation from a department other than Heritage and Arts may be subject to review by the Executive Committee of the Utah Arts Council or Office of Museum Services Board if the activities seem similar to a grant application in the same year as the allocation.
- Organizations that receive pass-through funding for capital projects are eligible for UDAM funding.
- Charitable Solicitations Permit. Certified Utah Museums are eligible for a reduced rate for a Charitable Solicitation Permit. Send a copy of your Utah Certified Museum letter with a request to Consumer Protection and you will receive a refund of \$25. Unless otherwise exempt, all organizations that solicit funds for a charitable purpose are required by Utah law to register as a charitable organization with the Utah Division of Consumer Protection. In your application (if you are not a government agency or educational institution), we will ask you to provide a copy of your current Charitable Solicitation Permit. If you have questions about whether this applies to your organization, you can read the [law](#), or contact the [Department of Consumer Protection](#).
- Utah restricts its funding to organizations based in and primarily serving the residents of Utah.
- Final Report: Organizations may not apply if there are any outstanding financial or reporting obligations due to UDAM Museums for any grant funded by the division.
- All applicants must have a DUNS number. For more information on DUNS and instructions on acquiring a DUNS number, click [HERE](#).
- Organizations must list their events on [Now Playing Utah](#).
- Indirect costs for facilities, administration, or other overhead are restricted to the federally-negotiated indirect cost rate or the de minimis cost rate not to exceed 10%.

- Educational Institution Eligibility. Universities, colleges, and educational institutions are eligible to apply when:
 - All events and services, for which grant funding is sought, are open to the general public and easily accessible. The public (meaning those outside the institution) must compose a significant percentage of those involved in or served by the proposed programming.
 - Events and services are supplementary to regular curriculum. Grant funds cannot be used to support projects involving classes or workshops for which college credit is given.
 - Overhead expenses must follow the federal funding guidelines set by the Federal Office of Management and Budget.
 - Academic awards, fellowships, or tuition fees for student work are not allowed.

If you have any questions, the UDAM staff is happy to help!

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